

Saskatchewan Sailing Clubs Association

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FUNDED BY



Summer Administrator

Position Title: Summer Administrator

Reports To: Executive Director

Contract Duration: Extended summer months, June – September

Hours: 20 hours per week

Location: Hybrid – Remote with 1–2 days per week in the SSCA office as needed

Compensation: \$2,000 - \$2,300 per month

Position Summary

The Summer Administrator supports the operations of the Saskatchewan Sailing Clubs Association by providing administrative, financial, compliance, marketing, and program coordination support. This role ensures smooth day-to-day functioning of SSCA activities, including Mobile Sailing School logistics, organisational compliance, and digital communications.

This position is designed for an organised, adaptable individual capable of working independently while supporting a small provincial sport organization.

GENERAL RESPONSIBILITIES

Administrative Operations

- Provide general administrative support to SSCA programs and operations
- Familiarity with payroll, scheduling, and online payment processing
- Organise, scan, and archive documents; maintain digital and physical filing systems.
- Assist in establishing operational systems and workflows.

Financial Support

- Prepare documentation for tax filings and year-end financial reporting.

- Manage Accounts Payable/Accounts Receivable; prepare payments for approval.
- Assist with invoice processing, payment tracking, and basic financial reporting.

Compliance & Reporting

- Compile and maintain documents required for Sask Sport, Sail Canada, and SSCA compliance.
- Support tracking of policies, certifications, and reporting requirements.

Mobile Sailing School (MSS) Coordination

- Assist with MSS scheduling, registration, participant communication, invoicing, and payment collection.
- Provide logistical support, including coordinating movement and readiness of equipment/boats.
- Travel to sailing clubs as required; ability to tow trailers under 10,000 lbs is an asset.

Marketing & Communications

- Maintain and update SSCA website content.
- Create and schedule social media and digital outreach for SSCA programs (including MSS).
- Assist with promotional design, digital content creation, and analytics reporting.

Grants & Funding

- Assist with grant applications beyond standard Sask Sport funding streams. Grants include;
 - Sask Sport Specific Grants
 - Canada Summer Jobs Grant
- Support collection of required data and documentation for grant submissions.

Organisational Efficiency & Cost Review

- Support cost-saving and efficiency initiatives related to equipment, leasing, vehicles, and office operations.

Skills & Qualifications

Required Skills

- Office administration experience.
- Accounts Payable/Receivable, reporting, and basic financial literacy.
- Experience processing payments through online or POS platforms.
- Digital literacy:

- Microsoft Office Suite
- Google Workspace
- Cloud data storage/organisation
- Website updates (e.g., Squarespace, WordPress, or similar)
- Social media platforms and scheduling tools
- Ability to work independently with minimal supervision.
- Strong organisational and time-management skills.
- Ability to work flexible hours, including some evenings/weekends as will be required for SSCA activities.
- Valid driver's licence; ability to travel to sailing clubs in Saskatchewan.

Preferred/Asset Skills

- Experience in sport environments or volunteer-based organisations.
- Experience in the sport of sailing as a sailor and/ or volunteer
- Graphic design or digital content creation (e.g., Photoshop, Canva, InDesign).
- Experience with analytics reporting for digital platforms.
- Experience preparing grant or funding applications.
- Experience coordinating participants or program registrations.
- Ability to load and secure a trailer up to 20 feet in length.